North Central Kansas Technical College
Beloit-Hays, Kansas

Student Authorization for Release of Education Records Information

Directions
In compliance with the **Federal Family Education Rights** and **Privacy Act of 1974** (FERPA Of the Buckley Amendment) NCK Tech is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work study, or loan amounts) and other student record information. This restriction applies, but is not limited *to* your parents, your spouse or any other third party.

You may, at your discretion, grant NCK Tech permission to release information about your student records to a third party by submitting a completed Student Authorization for Release of Education Records Information. You must complete a separate form for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. NCK Tech will not automatically send information to a third party.

Submit your completed form to the Registrar's Office in person, via NCK Tech email or fax. You must show a valid government issued photo ID when submitting In person or attach a copy of submitting via fax. Please note that your authorization to release Information has *no expiration date;* however, you may revoke your authorization at any time by contacting the Registrar's Office.

SECTION A. Student Information

First Name | Last Name | Mi | Social Security # (last 4 digits only) | Student ID Number | Date of Birth

Current mailing address (street or PO Box number, Apt number) | City | State | Zip code

Phone Number

SECTION B. Person/Third Party Designee authorized to receive information (Parent, Guardian, etc.)

Name | Phone Number

Current mailing address (street or PO Box number, Apt number) | City | State | Zip code

Relationship to student | Code word to grant access

Types of Education Information to Release

Check	Name	Description
x	All Records	All records listed below
	Financial Aid	All records to include; FAFSA application data, financial aid disbursements, eligibility, and financial aid, satisfactory academic progress status and any other information contained in the allocation of financial aid file)
	Academic Transcripts/Records	Grades/GPA, demographic, registration, student ID number, academic progress status, enrollment information and access to academic records (i.e. transcript)
	Student Accounts	Billing statements, charges, credits, payments, past due amounts, collection activity, and any communication history
	Media	To include: videos, email blasts, recruiting brochures, newsletters, magazines, general publications, website and/or affiliates, other
	Other	Please specify

The Family Educational Rights and Privacy Act (FERPA or the Buckley Amendment) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records.
These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students.·

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

  School officials with legitimate educational interest;
  Other schools to which a student is transferring;
  Specified officials for audit or evaluation purposes;
  Appropriate parties in connection with financial aid to a student;
  Organizations conducting certain studies for or on behalf of the school;
  Accrediting organizations;
  To comply with a judicial order of lawfully issued subpoena;
  Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information which includes: student's name, address, telephone number, date of birth, honors and awards, dates of attendance, electronic mail address, Student user ID that alone cannot be used to gain access to education records, photograph, major field of study, grade level, enrollment status, degrees, most recent educational agency or institution attended, participation in officially recognized activities and sports. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

SECTION C. Certification

I authorize the above third party, named in Section B, to access the above indicated student record information. This authorization does not permit the third party to make any changes. Furthermore, I acknowledge that I have read and understand the above language regarding the Family Education Rights and Privacy Act (FERPA)

Student's Signature (Enter Date of Birth to Electronically Sign)

Date

Submit Form

NCK Tech is committed to nondiscrimination on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital status, religion, age, ancestry, disability, military status, or veteran status in admission or access to, or treatment or employment in, its programs and activities. Further, it is the policy of the college to prohibit harassment (including sexual harassment and sexual violence) of students and employees. Any person having inquiries concerning the college's compliance with the regulations implementing Title VI, Title VII. Title IX, Section 504, and the Americans with Disabilities Act Amendments Act is directed to the Dean of Instructional Services (Section 504/ADA Compliance Officer) or the Dean of Student Services (Title VI. Title VII. & Title IX Compliance Officer) at 1-785-658-4655 or PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

Last Updated 6/26/2020